

***NATIONAL WEATHER SERVICE POLICY DIRECTIVE 50-11***

***APRIL 15, 2005***

***Safety and Environmental***

***OCCUPATIONAL SAFETY AND HEALTH***

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**OPR:** OPS1 (M. Paese)

**Certified by:** OPS (J. McNulty, Jr.)

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***SUMMARY OF REVISIONS:*** This directive supercedes NWS Policy Directive 50-11, dated September 6, 2002. It includes NOAA Administrative Order 209-1, NOAA Safety Policy requirements.

1. This policy directive defines the National Weather Service (NWS) Occupational Safety and Health program. This policy complies with Executive Order 12196 (Occupational Safety and Health Programs for Federal Employees), sections 6 and 19 of the Occupational Safety and Health (OSH) Act of 1970, Department of Commerce (DOC) Administrative Order 209-4 (Occupational Safety and Health Program), and National Oceanic and Atmospheric Administration (NOAA) Administrative Order 209-1, NOAA Safety Policy.

2. The objective of this policy is to ensure a safe and healthful work environment for all NWS employees and contractors.

3. This directive establishes the following authorities and responsibilities:

3.1 The Assistant Administrator (AA) for Weather Services is responsible for ensuring: the development and implementation of Occupational Safety and Health policies, procedures and training programs NWS-wide; that safety program responsibilities are incorporated into management performance criteria, and all personnel understand and carry out their safety responsibilities; that a safety officer is designated; that safety program requirements are integrated within NWS program planning and budgeting; and that responsibilities defined in the NOAA Safety Policy and NOAA procedural requirements for incident reporting, investigating, and recordkeeping are met.

3.2 The NWS safety officer is the principal advisor to the AA on safety and health issues and is responsible for development, implementation, and administration of the NWS Safety and Health program. These responsibilities, at a minimum, include: establishing procedures and directives outlining specific requirements, guidelines, and personnel responsibilities for safety and health compliance, including procedures for safety incident reporting and investigation; determining training requirements; planning and coordinating training courses; ensuring

regional/center/office directors are aware of their responsibilities; ensuring the NWS Safety and Health program is implemented and evaluated on an annual basis; incorporating safety and health compliance requirements into operational procedures; disseminating technical information and providing technical guidelines and lessons learned; obtaining legal assistance from NOAA Office of General Counsel and other assistance as appropriate; interacting with NOAA safety and health compliance personnel, as required; preparing and submitting monthly reports related to status of safety incidents and annual safety action plans per NOAA Safety Policy (NAO 209-1) requirements.

3.3 Regional Directors, the National Centers for Environmental Prediction (NCEP) Director, and NWS Headquarters Office Directors have overall responsibility for implementation of the NWS Safety and Health program within their organizations and are responsible for: ensuring safety and health directives and procedures are established, implemented and maintained; ensuring personnel understand and carry out safety and health responsibilities; designating a safety officer; and providing leadership and support to the safety and health program.

3.4 Regional and NCEP safety officers will: ensure NWS Occupational Safety and Health procedures are implemented at field offices and NCEP-wide; develop and disseminate regional/NCEP-specific directives and guidelines, as necessary; plan and coordinate training of personnel; maintain an up-to-date list of subordinate organization safety focal points; provide technical advice and assistance; and maintain and distribute DOC, NOAA, and NWS safety and health policies, procedures, and directives.

3.5 Meteorologists-in-Charge (MIC), Hydrologists-in-Charge (HIC), Officials-in-Charge (OIC), and NCEP Center Directors are responsible for day-to-day implementation of the NWS Safety and Health program and: ensuring staff, facilities and operations comply with NWS safety and health procedures, NOAA directives and applicable Federal, state, and local requirements; ensuring site-specific safety and health procedures are developed, as necessary, and implemented; designating and supporting safety focal points and safety observers, as necessary; implementing workplace safety inspections, reporting safety incidents and conducting investigations as required by NOAA safety policy; ensuring employees with assigned safety roles understand and carry out their responsibilities; and ensuring all site personnel are aware of safety and health requirements and are properly trained.

3.6 Safety focal points: assist with day-to-day implementation of the NWS Safety and Health program; assist with development, implementation and maintenance of safety and health procedures; plan and coordinate the safety and health training of site personnel; and promote safety and health awareness among site personnel.

3.7 NWS employees with assigned safety and health responsibilities will have a statement included in their personal performance plans addressing these responsibilities.

3.8 All employees will comply with NWS safety and health policy and procedures and report safety and health hazards and incidents to their immediate supervisor and designated safety focal point.

4. Compliance with this policy will be measured by tracking the number of occupational incidents and safety compliance findings. The goal is zero findings.
5. This policy directive is supported by the references listed in Attachment 1.

<u>Signed by</u>	<u>April 1, 2005</u>
David L. Johnson	Date
Assistant Administrator	
For Weather Services	

**Attachment 1**

**REFERENCES**

NWS Manual NWSM 50-1115, Occupational Safety and Health.

OSH Act of 1970, Public Law 91-596, 91st Congress, S.2193, December 29, 1970.

Executive Order 12196, Occupational Safety and Health Programs for Federal Employees, February 1980.

U.S. DOC Administrative Order 209-4, Occupational Safety and Health Program, November 1989.

NOAA Administrative Order 209-1, NOAA Safety Policy, August 2004.

Title 29, Code of Federal Regulations, Part 1960, Basic Program Elements for Federal Employees, July 1995.

U.S. Department of Commerce, Occupational Safety and Health Manual, July 1997.

Office of Management and Budget Circular A-11, Preparation and Submission of Budget Estimates, July 1998.